

**Processing Additional Pays Overview**

Additional pay refers to earnings that an employee will be paid as a static amount on a regular basis in addition to their regular pay. Additional pays are used for fixed, recurring payments such as reimbursement for use of personal cell phone or temporary pay. Additional pay is effective dated in Cardinal and may be updated manually online, through an interface, or via mass upload.

If the effective date for an additional pay is in the past, enter that date as the effective date. In these cases, the Payroll Administrator will need to perform a retroactive calculation and enter the retroactive amount in the Single-Use Payroll Online Tool (SPOT).

If mid-pay period changes require a partial amount payment, the effective date should be the end date of the prior pay period. The Payroll Administrator will need to calculate the prorated amount prior to entering the partial payment in SPOT.

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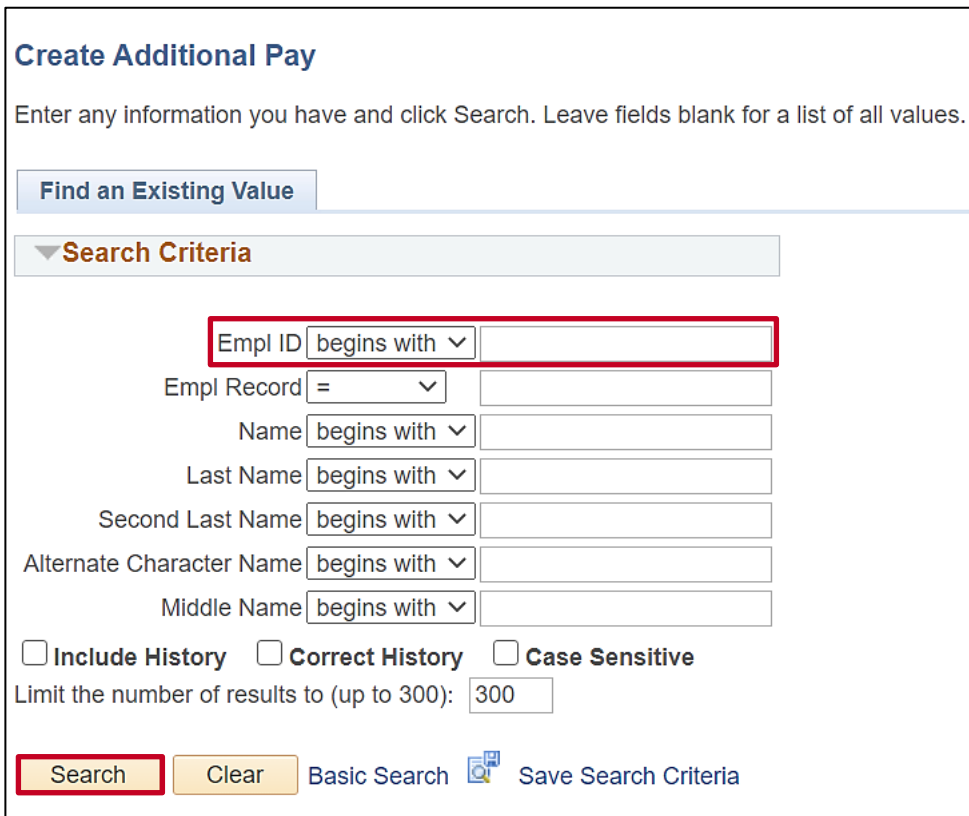
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## Creating Additional Pay

1. To create an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.



**Create Additional Pay**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with


Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

**Search** **Clear** Basic Search  Save Search Criteria

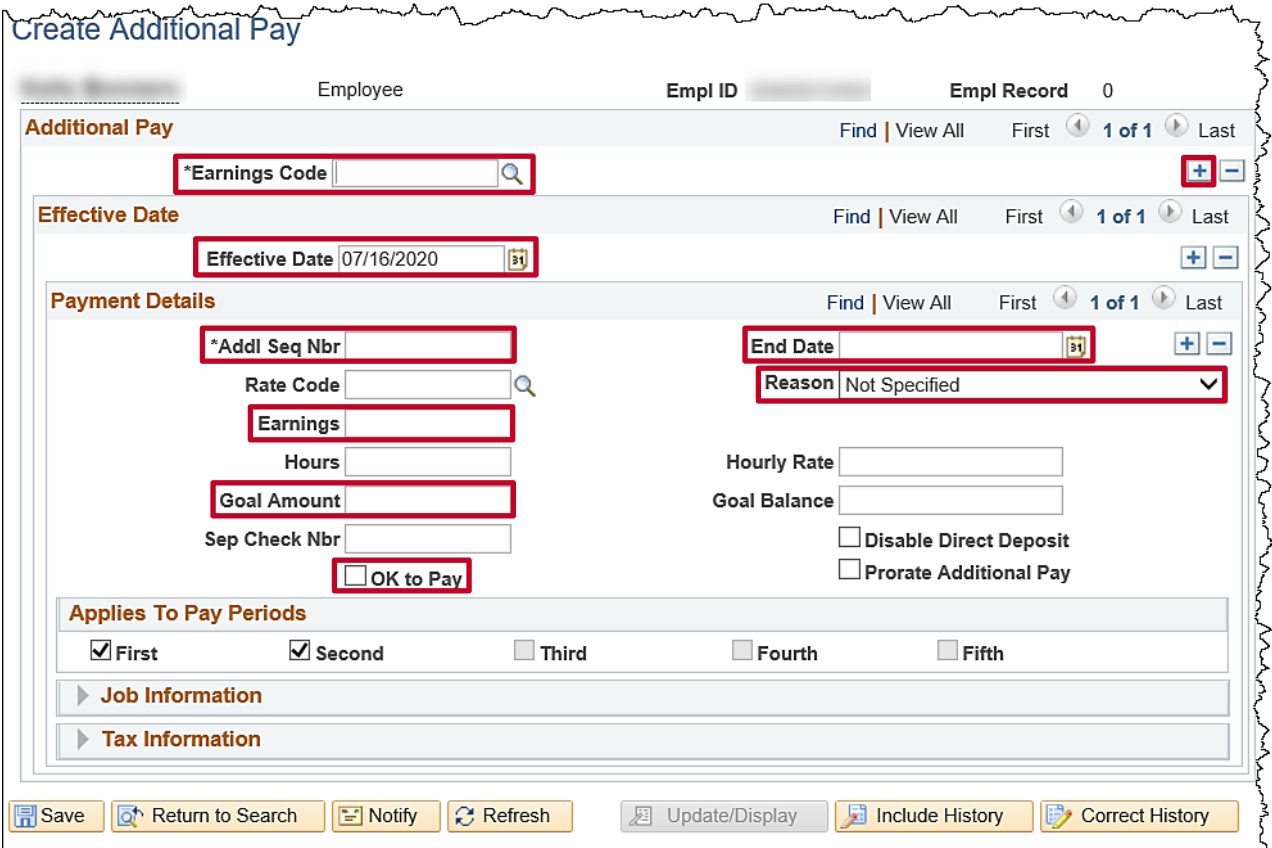
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, see the WBT titled **NAV205 Navigation in Cardinal HCM**. This WBT can be found on the Cardinal website under **Learning**.

3. Click the **Search** button.

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The **Create Additional Pay** page displays for the applicable employee.



4. If this is the employee's first additional pay item (i. e. **Earnings Code** field is blank), proceed to Step 5. If the employee has at least one existing additional pay item (i. e. **Earnings Code** field contains a value), first click the **Add a New Row** icon (+) to the right of the **Earnings Code** field in the **Additional Pay** section to add a new additional pay item, and then proceed to Step 5.

Note: A list of Earnings Codes to be entered by HR Administrators are listed in the last section of this Job Aid.

5. Select the applicable Earnings Code for the type of additional pay being added using the **Earnings Code Look Up** icon.

**Note:** For further information on earnings codes, see the Job Aid titled **PY381 Earnings Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. The **Effective Date** field defaults to the current system date. Update this date to the beginning date of the pay period when the additional pay should start using the **Calendar** icon as needed.

**Note:** If the effective date is in the past, enter that date as the effective date. The Payroll Administrator will need to perform a retroactive calculation and enter the retroactive amount in SPOT. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

7. Enter "1" in the **Addl Seq Nbr** field.

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8. Leave the **Rate Code** field blank as it is not utilized in Cardinal.
9. Enter the fixed amount of the additional pay in the **Earnings** field.
10. Leave the **Hours** field blank.
11. Optionally, enter the total sum amount to be paid to the employee in the **Goal Amount** field.
12. Leave the **Sep Check Nbr** field blank.
13. Optionally, enter/select an end date for the additional pay using the **End Date Calendar** icon. This date should be the end date of the pay period in which the additional pay should stop.  
**Note:** If both a goal amount and an end date are defined, the additional pay will end based on whichever event occurs first.
14. Optionally, select the applicable reason for the additional pay using the **Reason** field dropdown button.
15. Leave the **Hourly Rate** field blank as it is not utilized in Cardinal.
16. The **Goal Balance** field is systematically populated. If a goal amount is entered for the additional pay, the **Goal Balance** field will automatically calculate and display after each pay cycle with the remaining amount to be paid to the employee.
17. Leave both the **Disable Direct Deposit** and **Prorate Additional Pay** checkbox options unchecked.
18. Select the **OK to Pay** checkbox option.
19. Do not change the **Applies to Pay Periods** section. This section is auto populated based on the frequency in which the employee's salary is paid.

**HR351 Processing Additional Pays**

Sample **Create Additional Pay** page with the **Payment Details** and **Applies to Pay Periods** sections completed.

Employee
Empl ID
Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code TMP Temporary Pay

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 07/16/2020

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 01/15/2021

Rate Code Rate Code Reason Productivity Award

Earnings \$125.00

Hours Hourly Rate

Goal Amount \$750.00 Goal Balance

Sep Check Nbr

☒ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

▶ **Job Information**

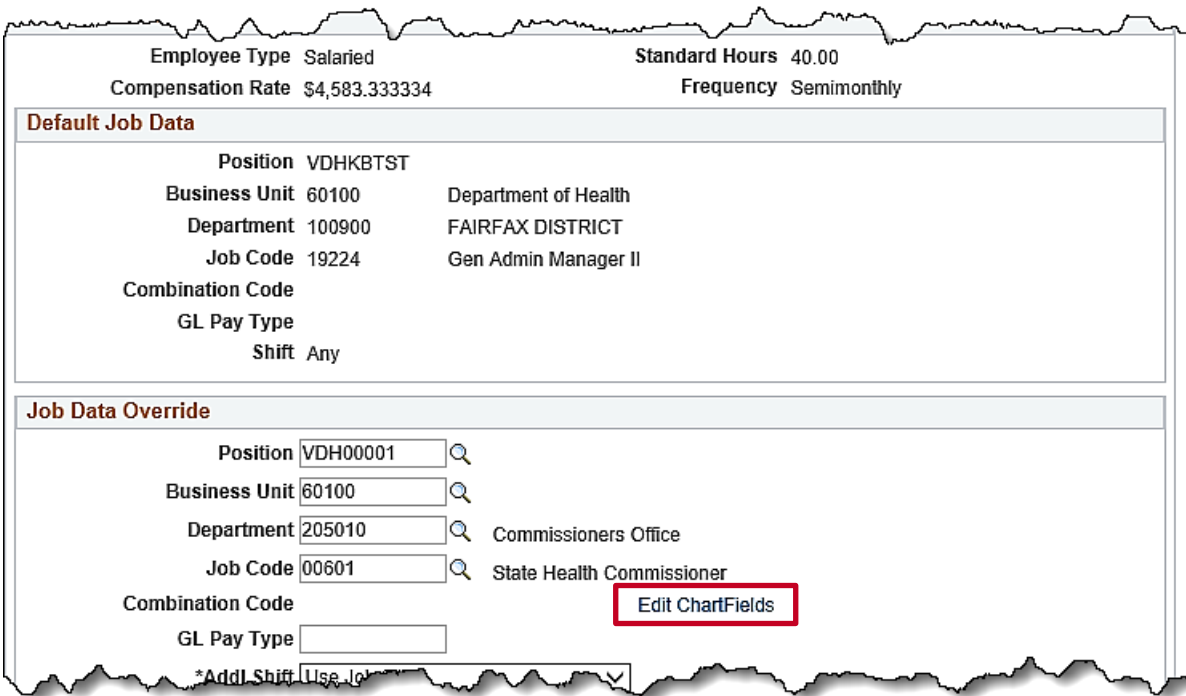
▶ **Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

20. Click the **Expand** icon (>) to the left of the **Job Information**.

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The **Job Information** section displays.



Employee Type Salaried Standard Hours 40.00  
Compensation Rate \$4,583.333334 Frequency Semimonthly

**Default Job Data**

Position VDHKBTST  
Business Unit 60100 Department of Health  
Department 100900 FAIRFAX DISTRICT  
Job Code 19224 Gen Admin Manager II  
Combination Code  
GL Pay Type  
Shift Any

**Job Data Override**

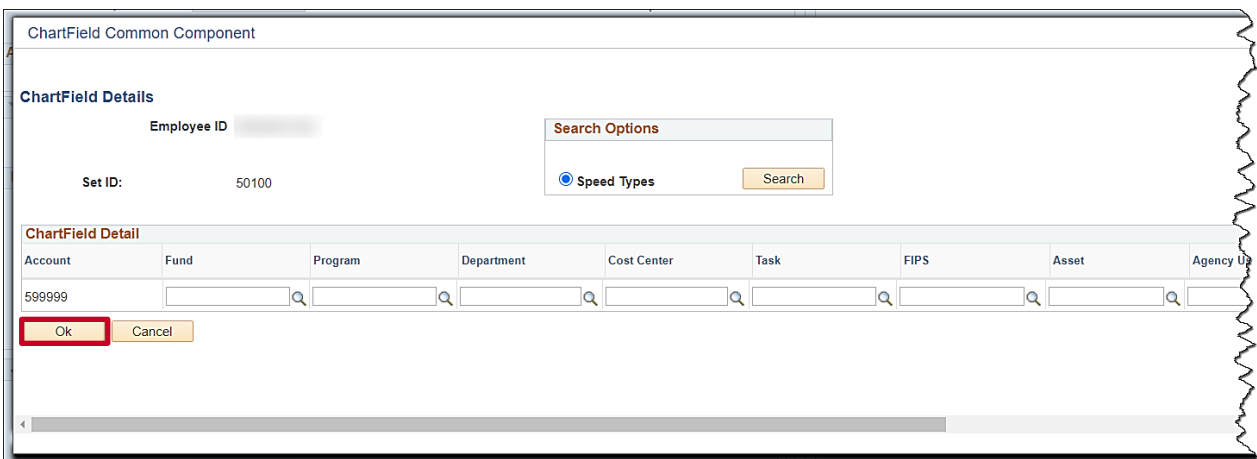
Position VDH00001  
Business Unit 60100  
Department 205010 Commissioners Office  
Job Code 00601 State Health Commissioner  
Combination Code  
GL Pay Type  
\*Addl Shift Use Job

[Edit ChartFields](#)

21. Click the **Edit ChartFields** link.

**Note:** Do not update any other field in the **Job Information** section.

The **ChartField Common Component** page displays in a pop-up window.



ChartField Common Component

**ChartField Details**

Employee ID  
Set ID: 50100

**Search Options**

☒ Speed Types

**ChartField Detail**

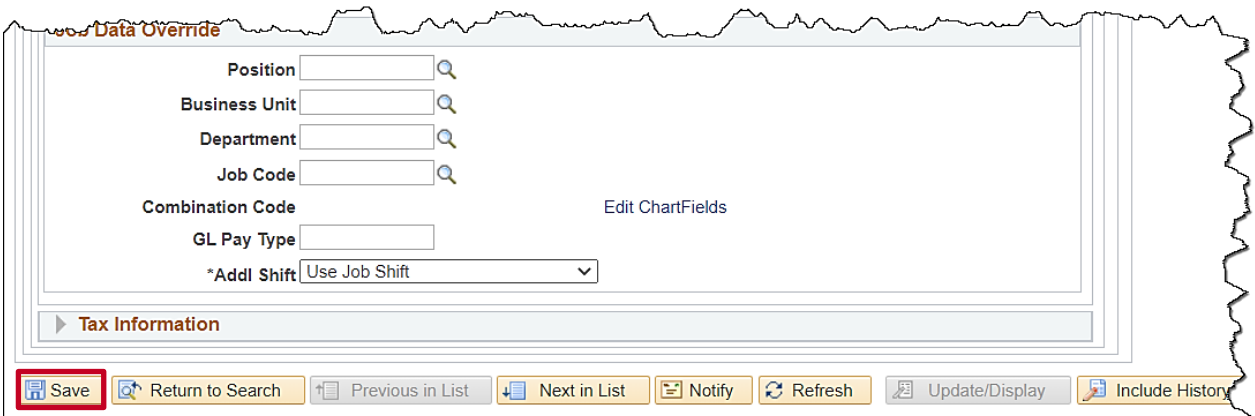
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use
599999								

22. Enter the applicable ChartFields distribution information for the additional pay transaction as needed.


23. Click the **Ok** button.


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The **Create Additional Pay** page returns.




**Data Override**

Position  

Business Unit  

Department  









Job Code  

Combination Code  [Edit ChartFields](#)

GL Pay Type

\*Addl Shift

**Tax Information**

 **Save**  Return to Search  Previous in List  Next in List  Notify  Refresh  Update/Display  Include History

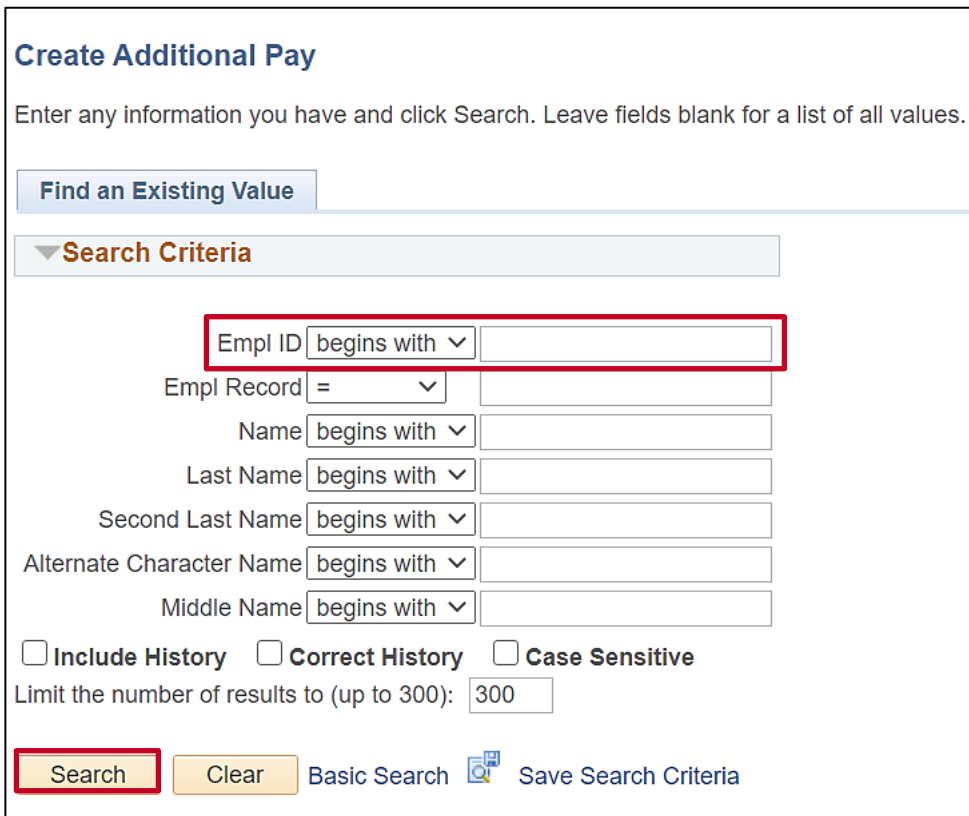
24. Click the **Save** button.

## Updating an Additional Pay

1. To update an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.



2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

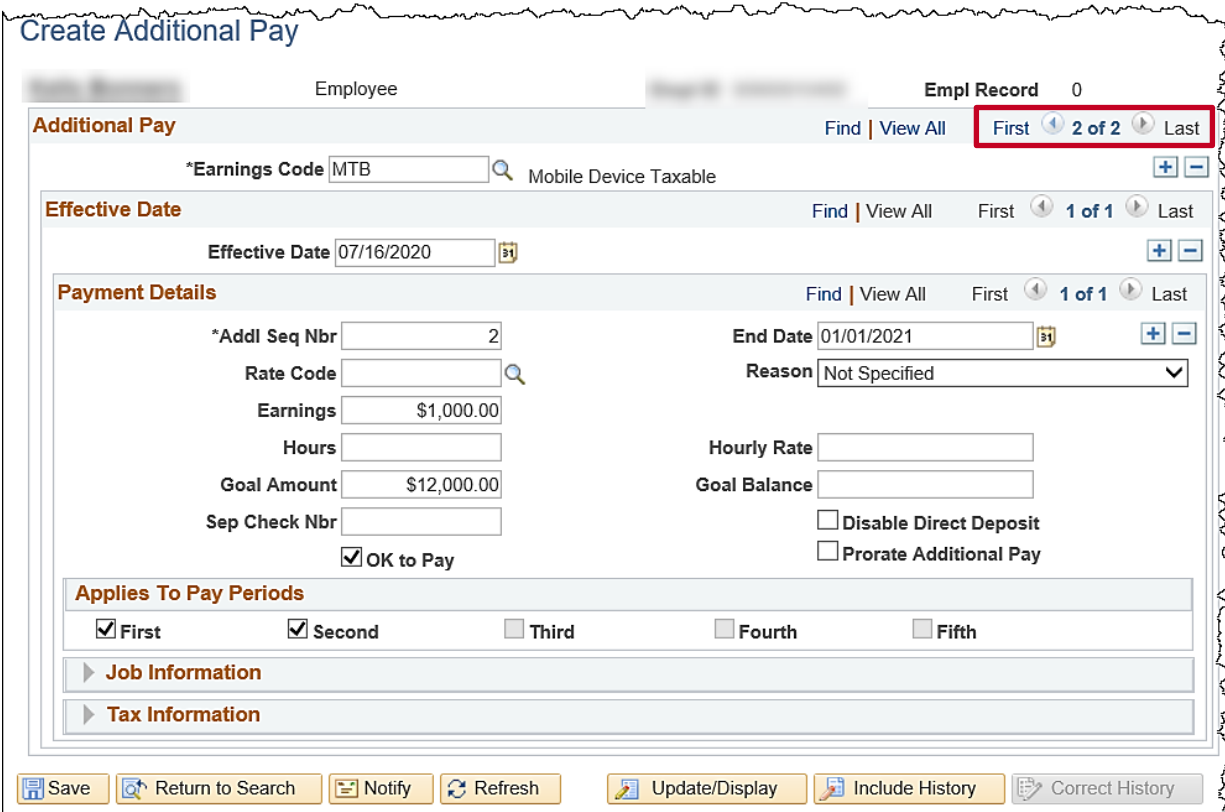
**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, see the WBT titled **NAV205 Navigation in Cardinal HCM**. This WBT can be found on the Cardinal website under **Learning**.

3. Click the **Search** button.



**HR351 Processing Additional Pays**

The **Create Additional Pay** page displays for the applicable employee.



**Create Additional Pay**

Employee [Employee ID] Empl Record 0

**Additional Pay** Find | View All First 2 of 2 Last

\*Earnings Code MTB Mobile Device Taxable

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 07/16/2020

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 2 End Date 01/01/2021

Rate Code Reason Not Specified

Earnings \$1,000.00

Hours Hourly Rate

Goal Amount \$12,000.00 Goal Balance

Sep Check Nbr

☒ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

4. Locate the existing additional pay row that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed.

**HR351 Processing Additional Pays**

The applicable additional pay displays.

**Create Additional Pay**

Employee [Employee ID] Empl Record 0

**Additional Pay** Find | View All First 2 of 2 Last

\*Earnings Code MTB Mobile Device Taxable

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 07/16/2020

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 2 End Date 01/01/2021

Rate Code Rate Code Reason Not Specified

Earnings \$1,000.00

Hours

Goal Amount \$12,000.00

Hourly Rate

Sep Check Nbr

Goal Balance

☒ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

**Job Information**

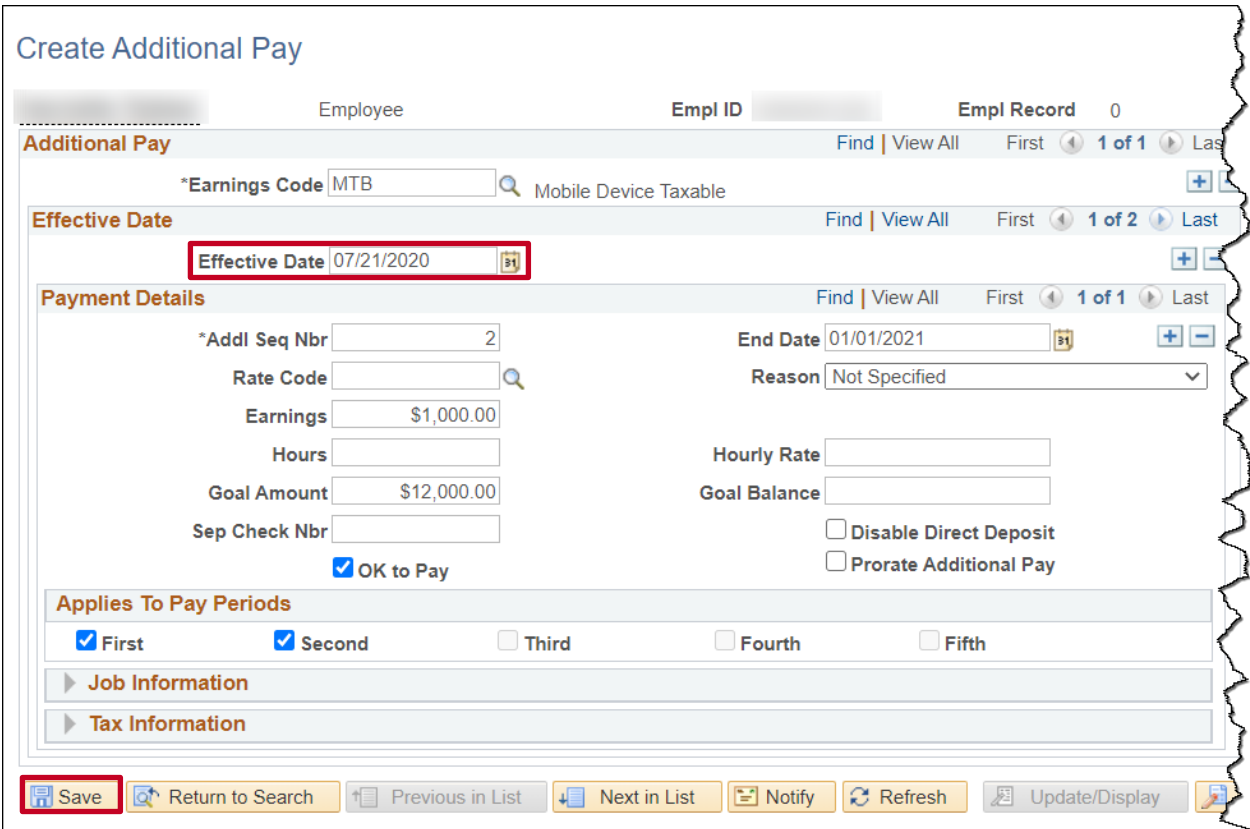
**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

- Click the **Add a New Row** icon (+) within the **Effective Date** section.

**HR351 Processing Additional Pays**

A new effective dated row displays.



**Create Additional Pay**

Employee [ ] Empl ID [ ] Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code MTB Mobile Device Taxable

**Effective Date** Find | View All First 1 of 2 Last

Effective Date 07/21/2020

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 2 End Date 01/01/2021

Rate Code [ ] Reason Not Specified

Earnings \$1,000.00

Hours [ ] Hourly Rate [ ]

Goal Amount \$12,000.00 Goal Balance [ ]

Sep Check Nbr [ ]

☒ OK to Pay ☐ Disable Direct Deposit ☐ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

▶ Job Information

▶ Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display

- The **Effective Date** field defaults to the current system date. Update this date to the start date of the pay period in which the update should take effect using the **Calendar** icon as needed.

**Note:** For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

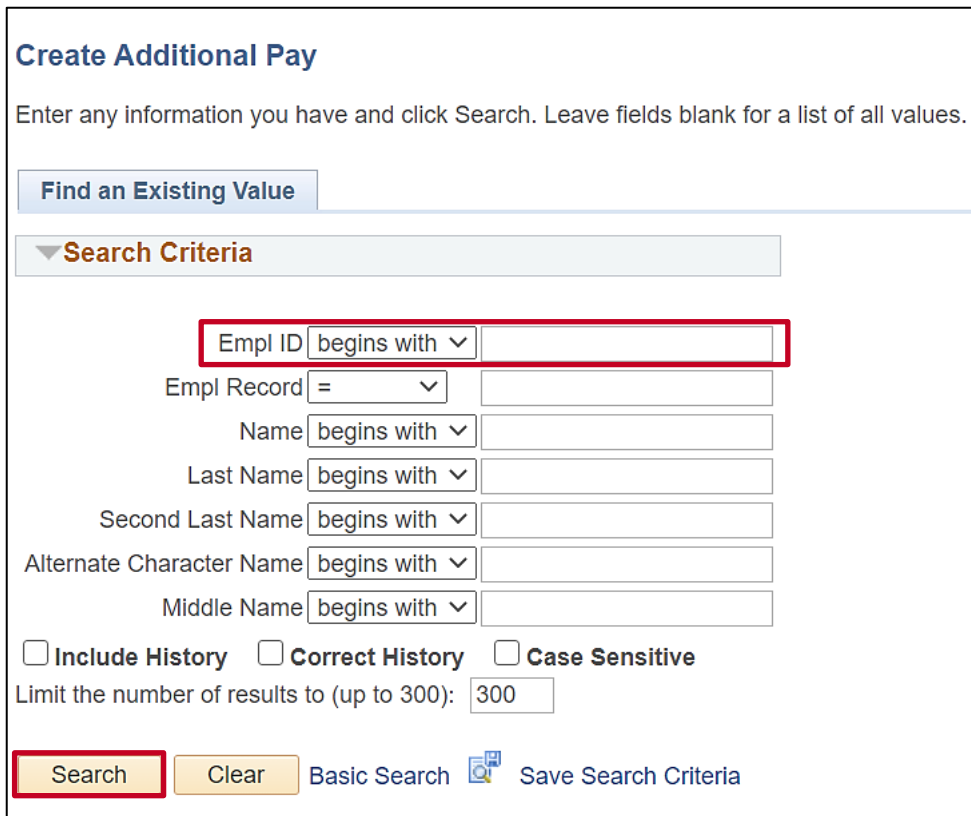
- The information within the **Payment Details** section carries forward from the previous effective dated row. Make the required updates.
- Once all required changes have been made, click the **Save** button.

## Stopping an Additional Pay

1. To stop an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.



**Create Additional Pay**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with


Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

**Search** **Clear** Basic Search  Save Search Criteria

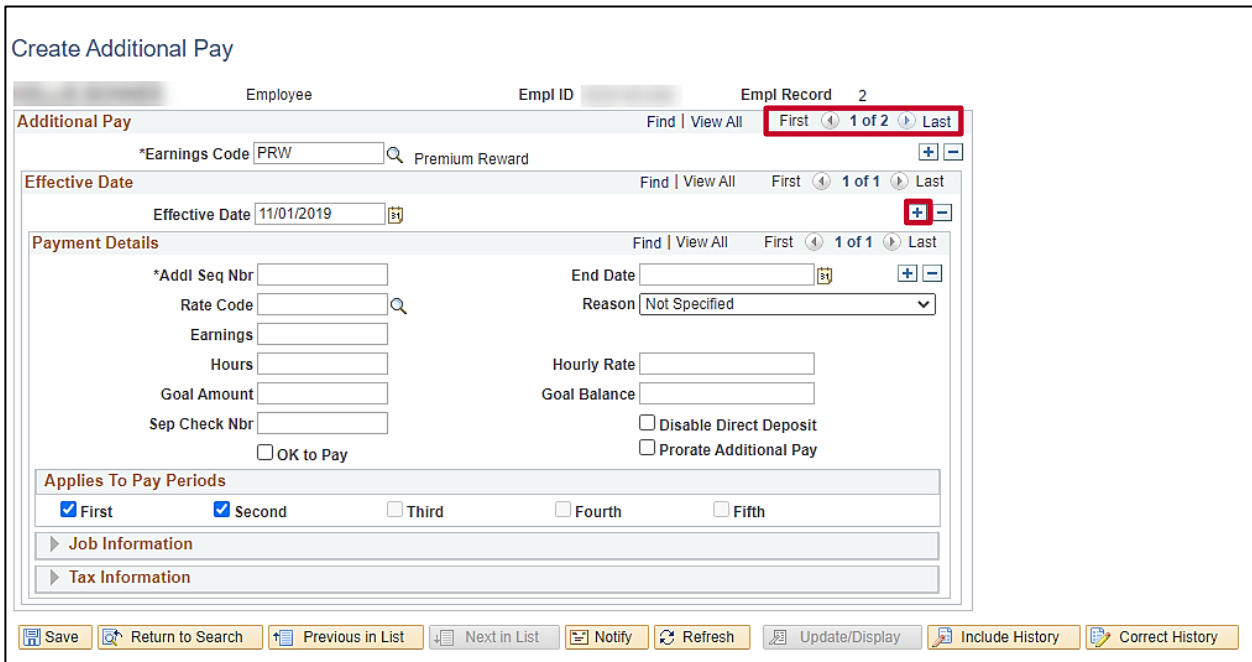
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, see the WBT titled **NAV205 Navigation in Cardinal HCM**. This WBT can be found on the Cardinal website under **Learning**.

3. Click the **Search** button.

**HR351 Processing Additional Pays**

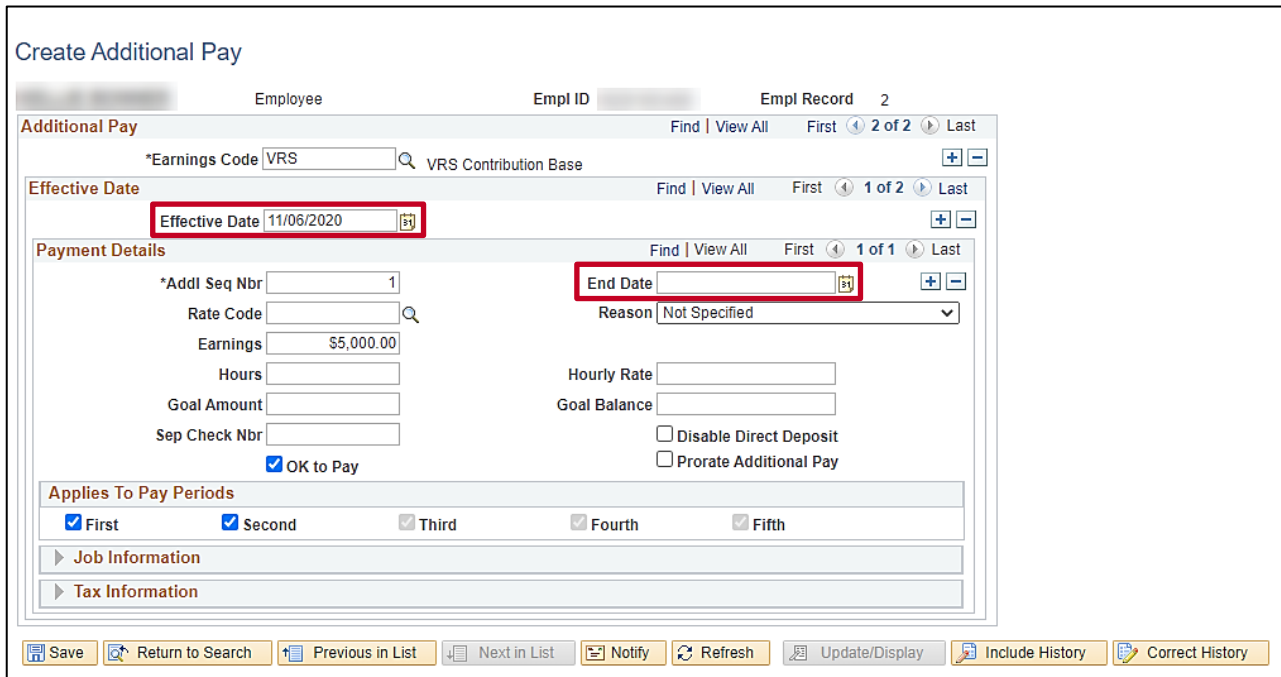
The **Create Additional Pay** page displays for the applicable employee.



4. Locate the existing additional pay row that that needs to be stopped using the navigational arrows within the **Additional Pay** section as needed.
5. Click the **Add a New Row** icon (+) within the **Effective Date** section.

## HR351 Processing Additional Pays

A new effective dated row displays.



6. The **Effective Date** field defaults to the current system date. Update this date to the end date of the pay period in which the update should stop using the **Calendar** icon.

**Note:** For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

7. Select the applicable end date for the additional pay using the **End Date Calendar** icon.

## HR351 Processing Additional Pays

The **Create Additional Pay** page builds.

Create Additional Pay

Employee

Empl ID

Empl Record 2

Additional Pay

Find | View All

First 2 of 2 Last

\*Earnings Code VRS

VRS Contribution Base

Effective Date

Find | View All

First 1 of 2 Last

Effective Date 11/30/2020

Payment Details

Find | View All

First 1 of 1 Last

\*Addl Seq Nbr 1

End Date 11/20/2020

Rate Code

Reason Not Specified

Earnings \$5,000.00

Hours

Hourly Rate

Goal Amount

Goal Balance

Sep Check Nbr

☐ Disable Direct Deposit  
☐ Prorate Additional Pay

☒ OK to Pay

Applies To Pay Periods

☒ First
 ☒ Second
 ☐ Third
 ☐ Fourth
 ☐ Fifth

Job Information

Tax Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Correct History

- Click the **Save** button.

**HR351 Processing Additional Pays**
**Additional Pay Earnings Codes and Descriptions**

The Earnings Codes list below will be used by HR Administrators to enter Additional Pay rows of data.

**Typical Additional Pay Earnings Codes**

Earn Code	Description	Add to Gross Income	Taxable	Notes
CAR	Reimb Use of Personal Car	Y	Y	
CCR	Company Car	N	Y	
MIL	Military Supplement	Y	Y	
MNT	Mobile Device Nontaxable	Y	N	
MTB	Mobile Device Taxable	Y	Y	
SEV	Severance Pay	Y	Y	
TMN	Temp Pay Non Paid Agys	N	N	
TMP	Temporary Pay	Y	Y	
TPD	Taxable Per Diem	Y	Y	
TTR	Taxable Tuition	Y	Y	
VRS	VRS Contribution Base	N	N	Loaded by Batch Program
PRW	Premium Reward	Y	Y	Loaded by Interface

**Agency Specific Additional Pay Earnings (e.g. supplement for working conditions)**

Earn Code	Description	Add to Gross Income	Taxable	Notes
TXB	Misc Agency Specific Pay	Y	Y	
SP1	Misc Agency Supplemental Pay 1	Y	Y	
SP2	Misc Agency Supplemental Pay 2	Y	Y	
SPA	Misc Agency Specific Pay Amt	Y	Y	
AGY	Misc Agency Specific Pay	Y	Y	

**Typical Additional Pay Earnings for Higher Education**

Earn Code	Description	Add to Gross Income	Taxable	Notes
WSS	Work Study Student	Y	Y	
SSN	Student Stipend NonTaxable	Y	Y	
SST	Student Stipend Taxable	Y	Y	
FOT	Faculty Other Pay (Adjunct for Sala	Y	Y	
AJT	Adjunct Faculty	Y	Y	